

EXPENSES CLAIM

Claim Number

58937

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
Daniel Benjamin					Corporate Services		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	
05.10.12			Lunch with Neil Masom (non Exec)				15.05 Y
sub-total				0	0	15.05	
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						15.05	
less cash advances received							
amount claimed for payment						15.05	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

✓

EXPENSES CLAIM

34826

Name	Job Level	Payroll NO.	Department
Daniel Benjamin			Corporate Services

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

✓

13.50

104

13.50

✓



If this journey has incorporated an overnight stay at a hotel, could you please note or append any comments (positive or negative) about the standard of the accommodation.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

69524

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name				Job/Level	Payroll NO.	Department	
Christopher Graham						Chief Executive	
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
			34th International Conference on Data Protection and Privacy		45p	25p	£ p
			Argentine peso expenses				
18/10/12	0700	-	flight from Heathrow				
26/10/12	-	-	supper on ferry from Montevideo to Buenos Aires				45.00 Yes
	-	-	Taxi from ferry terminal to hotel	Taxi			160.00 No
	-	-	Hotel to airport	Taxi			200.00 Yes
	-	-	Coffee at airport (flight delayed)				38.00 Yes
	-	-	Meal at airport (flight delayed)				215.00 Yes
29/10/12	-	0900	return to home				
				sub-total	0	0	658.00
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						658.00	
less cash advances received							
amount claimed for payment						658.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
EXCHANGE RATE 159 159 658 159 = £413.84							

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.



EXPENSES CLAIM

Claim Number

18048

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive
Usual mileage to work			

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached	
	Depart	Arrive			STD	PTR		£
			34th International Conference on Data Protection and Privacy		45p	25p		
			US dollar expenses					
18/10/12	0700	-	flight from Heathrow					
22/10/12	-	-	Transfer from Montevideo to Punte del Este (not provided by conf)	Taxi			210.00	Yes
	-	-	Share of dinner with [REDACTED]				18.00	No
29/10/12	-	0900	return to home					
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> RECEIVED 08 NOV 2012 </div>								
sub-total					0	0	228.00	

08 NOV 2012

08 NOV 2012

Other incidental expenses (e.g. telephone, postage)

			Cash advance: US\$100 difference in cost of hotel		
			rooms (double v single)		

total amount claimed	228.00	
less cash advances received	100.00	
amount claimed for payment	128.00	

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

EXCHANGE RATE $128 \div 1.59 = 80.50$

£80.50

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

54713

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department				
Christopher Graham			Chief Executive				
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
			Euro Expenses				
24/9/12	1230	-	Train from Brussels airport to city				7.30 Yes
	-	-	Dinner with [REDACTED] - CG share plus tip				19.00 Yes
25/9/12	-	-	Coffee with [REDACTED] Chair of Article 29 Working Party				2.13 No
	-	-	Lunch in European Parliament cafeteria				9.24 Yes
	-	-	Group dinner - CG share				20.00 Yes
26/9/12	-	-	Coffee for group meeting with Article 29 colleagues				8.00 No
	-	-	Lunch in European Parliament cafeteria				8.84 Yes
	-	-	Train from city to Brussels airport				7.60 Yes
	-	2030	Snack at airport waiting for delayed departure				6.30 Yes
				sub-total	0	0	88.41
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						88.41	
less cash advances received						100.00	
amount claimed for payment						-11.59	€

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

€ RATE 1.23 €11.59 ÷ 1.23 = -£9.42

-£9.42

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
					45p	25p	

14 SEP 2012[illegible]

If this journey has incorporated an overnight stay at a hotel, could you please note or append any comments (positive or negative) about the standard of the accommodation.

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the Items consumed. Thank you.

EXPENSES CLAIM

Claim Number

77932

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department		
Christopher Graham				Chief Executive		
Usual mileage to work						
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.						
Date	Time		Full details of journey and charges	Mode of travel	Car mileage	Receipt attached
	Depart	Arrive			STD PTR	
					45p 25p	£ p
4/9/12	0715	-	Lunch at Wesley's café - actual expenditure			11.28 No
	-	-	Coffee at Wesley's café - actual expenditure			1.20 No
	-	2300	Téa, sandwich (BLT) and water on train - prices taken from prev claims			6.25 No
10/9/12	1245	-	Snack at Wesley's café			3.80 Yes
	-	2100	Supper on the train			3.00 Yes
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> RECEIVED 14 SEP 2012 </div>						
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 4-9-12 Over 12 hrs = £15 Total claimed actual = £18.73 & No receipt OK Costs 23 mins </div>					<div style="border: 1px solid black; padding: 5px; display: inline-block;"> sub-total 0 0 25.53 </div>	
Other (e.g. postage)						
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> total amount claimed 25.53 less cash advances received amount claimed for payment 25.53 </div>						
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

01 OCT 2012

ico.
International Communications Company

EXPENSES CLAIM

68912

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

[illegible]

					45p	25p	£	p	
24/9/12	1230	-	Taxi from ICO to airport for CG and [REDACTED]	Taxi			15.00		Yes
26/9/12	-	2030	Taxi from airport to home	Taxi			15.00		Yes
				sub-total	0	0	30.00		

[illegible]

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

RECEIVED

25 SEP 2012

ico.
Independent Commission on Costs

EXPENSES CLAIM

Claim Number

44082

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department			
Christopher Graham					Chief Executive			
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached	
	Depart	Arrive			STD	PTR		
					45p	25p	£ p	
14/9/12	0630	1915	Train from Hale to Stockport for journey to London	Train			2.40 Yes	
18/9/12	1230	-	Taxi from ICO to Manchester airport	Taxi			16.00 Yes	
18/9/12	-	-	Commission for Euro currency purchase				4.99 Yes	
19/9/12	-	1500	Taxi from Manchester airport to home	Taxi			15.00 Yes	
20/9/12	0630	1515	Snack after meeting in London				4.30 Yes	
					sub-total	0	0	42.69
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							42.69	
less cash advances received								
amount claimed for payment							42.69	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

78252

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department			
Christopher Graham					Chief Executive			
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges	Mode of travel	Car mileage			Receipt attached
	Depart	Arrive			STD	PTR		
					45p	25p	£	p
EURO EXPENSES								
18/9/12	1230	-	Taxi from Brussels airport to restaurant - MEP meeting	Taxi			45.00	Yes
19/9/12	-	-	Breakfast - Euros 4.50 plus 50 cent tip				5.00	Yes
19/9/12	-	1500	Train ticket from central Brussels to airport	Train			10.60	Yes
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> RECEIVED 21 SEP 2012 </div>								
					sub-total	0	0	60.60
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							60.60	
less cash advances received								
amount claimed for payment							60.60	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
<div style="display: flex; justify-content: space-between;"> £60.60 @ 1.259 £48.13 </div>								

EUROS

EUROS

EUROS

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number	
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64170

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section			
Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

[illegible]

Other incidental expenses (e.g. telephone, postage)

total amount claimed	14.95
less cash advances received	
amount claimed for payment	14.95

If this journey has incorporated an overnight stay at a hotel, could you please note or append any comments (positive or negative) about the standard of the accommodation?

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Simon D C Entwisle			Executive

Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD 45p	PTR 25p	
27.09.12	0600	0640	to Stockport Station	car			none claimed
27.09.12	0650		Stockport to London Euston, meeting with DCMS am and PHSO pm	rail			none claimed
27.09.12		2150	return journey London Euston to Stockport to	rail/car			none claimed
27.09.12			Expenses claimed: £2.20				2.20 ✓1
27.09.12			Expenses claimed: £11.70 (claiming also for				11.70 ✓2
27.09.12			Taxi PHSO to London Euston - train 8.00pm pre-booked (not enough time to take tube journey)	taxi			13.00 ✓3
01.10.12	0530	0930	to Media City and then to ICO - deducted normal home to ICO journey	car	8.6		3.87 ✓
10.10.12	0600		to Stockport Station/return	car			none claimed
		1940	Stockport to Cardiff/return	rail			pre-paid ✓
			Expenses claimed				13.45 ✓4
			Parking at Stockport				4.00 ✓5
			sub-total		8.6	0	48.22 ✓

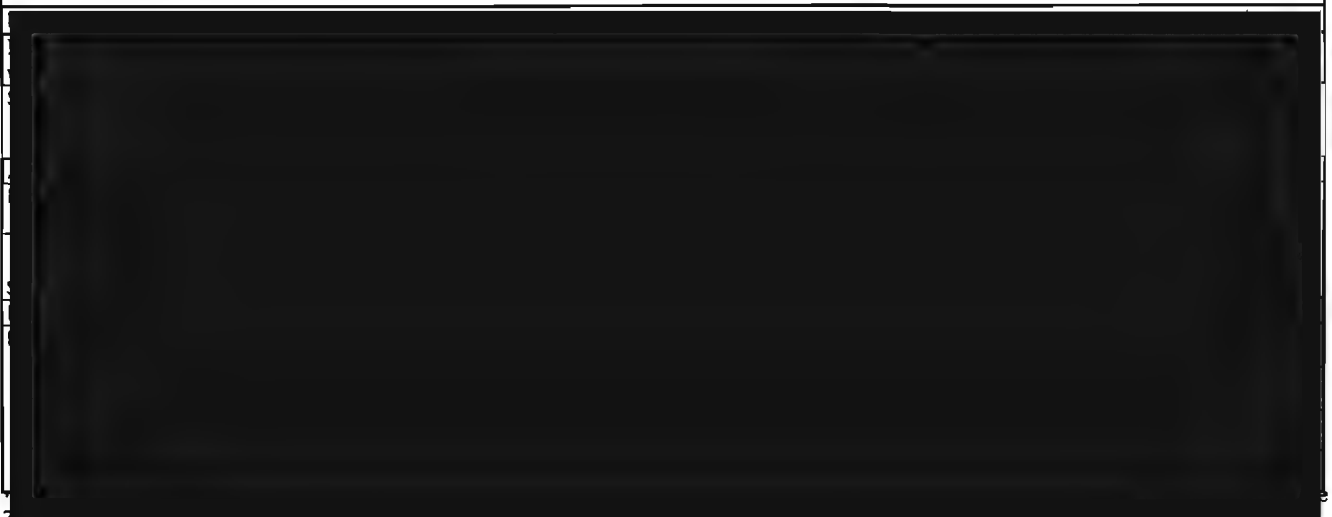
Other incidental expenses (e.g. telephone, postage)

total amount claimed 48.22 ✓

less advances received

amount claimed for payment 48.22 ✓

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.



RECEIVED

04 OCT 2012

ico.

EXPENSES CLAIM

Claim Number

20913



All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
DASMITA			DP Exec.
Usual mileage to work			

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
30/4/12	17.15		Office - Media City (BBC interview)	Car	20		£9-00 ✓
		19.30	Media City - Home	Car	14		£6-30 ✓
			Car Park				£2-50 ✓
2/5	07.20		Home - Stockport stn	Taxi			£6-00 ✓
			Stockport - London	Train			
			Exeter - Charing X	Tube			£2-00 ✓
			(Tech Ref Panel)				
			Charing X - London City Airport	Tube/DLR			£2-60 ✓
	15.00		London - Luxembourg	Plane			
sub-total					0	0	0-00 ✓

Other incidental expenses (e.g. telephone, postage)

144.54	total amount claimed	£240.84
EUR 172.00 ÷ 1.41 EUR/£1 = 147.06	less cash advances received	EUR 200.00
	amount claimed for payment	EUR 150.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

£240.84	✓
+ EUR 172.00	✓
+ 387.90	✓

rec'd on 30/4
rec'd on 18/5

385.38

£144.3
2700

SMIT



EXPENSES CLAIM

Claim Number

20913

55574

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
DASMITH						
Usual mileage to work						
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.						
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached	
	Depart	Arrive		STD 45p	PTR 25p	
2/5		Luxembourg Airport - Hotel	Taxi			EUR 28.00 ✓
3/5		(European Spring Conf)				
4/5		Luxembourg - Maastricht	Plane			
		23.45 Maastricht Airport - Home	Taxi			£21.00 ✓
		Subsistence UK				£1.99 ✓
		Subsistence Luxembourg				
		2 x 24hrs less 2 x 6 hrs, 2 x lunch, 1 x dinner + over 5hrs				EUR 106.50 ✓
8/5	18.15	Office - Airport	Taxi			£15.00 ✓
		Maastricht - Paris	Plane			
sub-total				0	0	0.00
Other incidental expenses (e.g. telephone, postage)						£37.45 EUR 136.50
total amount claimed						0.00
less cash advances received						
amount claimed for payment						0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation?						
DECLARATION						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.						
Signed		Date				
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)						
Name of manager		Job Level				
Signed		Date				
FOR FINANCE USE						
Paid stamp		Additions checked		Budget Code		
				Budget Holder		
		Authorised by the Finance Manager		Individual		
				Consuming CO		

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

EXPENSES CLAIM

Claim Number

20913

52377

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
D A Smith						
Usual mileage to work						
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.						
Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt attached	
Depart	Arrive			STD 45p	PTR 25p	
15/5		Kennington - Banks	Tube		£2.00	✓
		(Adventurer Mtg)				
		Banks - Kings X	Tube		£2.00	✓
		Leeds - Edinburgh	Train			
16/5		COX/US Business, Langdon	Taxi			
		RBS H/Q - Airport	Plane			
		Edinburgh - Manchester	Plane			
	18.30	Manchester airport - Home	Taxi		£19.50	✓
		Subsistence			£26.40	✓
18/5	06.45	Wilmslow - Leeds	Train			
		Leeds - Temple	Tube		£2.00	✓
		(Rocks press briefing)				
sub-total				0	0	£0.00
Other incidental expenses (e.g. telephone, postage)						£51.90
total amount claimed					0.00	
less cash advances received						
amount claimed for payment					0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation?						
DECLARATION						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.						
Signed		Date				
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)						
Name of manager		Job Level				
Signed		Date				
FOR FINANCE USE						
Paid stamp		Additions checked		Budget Code		
				Budget Holder		
		Authorised by the Finance Manager		Individual		
				Consuming CO		

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

EXPENSES CLAIM

Claim Number
20913
20242

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO	Department			
DASMITA						
Usual mileage to work						
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.						
Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt attached	
Depart	Arrive			STD PTR		
				45p 25p	p	
18/5		Tenple - Euston	Tube	WK	£2.00	✓
	13.50	London - Wilmslow	Train			
		Solihull		WK	£5.00	✓
21/5	11.15	Office - Airport	Taxi		£15.00	✓
		Mandarin - Frankfurt	Plane			
		Frankfurt - Koningsloen	Taxi		EUR 48.00	✓
22/5		(From on previous day)				
23/5		Koningsloen - Airport	Taxi (with Peter Hesthouse)		EUR 54.00	✓
	19.15	Frankfurt - Mandarin	Plane			
		Airport - Home	Taxi		£17.00	✓
sub-total				0.00	0.00	
Other incidental expenses (e.g. telephone, postage)					£39.00	✓
					EUR 102.00	✓
total amount claimed					0.00	
less cash advances received						
amount claimed for payment					0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						
DECLARATION						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.						
Signed		Date				
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)						
Name of manager		Job Level				
Signed		Date				
FOR FINANCE USE						
Paid stamp		Additions/checked		Budget Code		
				Budget Holder		
		Authorised by the Finance Manager		Individual		
				Consuming CC		

* Receipts must be provided for subsistence claims. Please attach to the back of this form.



EXPENSES CLAIM

Claim Number

20913

82878

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO	Department				
D A SMITH							
Usual mileage to work							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.							
Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt attached		
	Depart	Arrive		STD	PTR		
				45p	25p	£ p	
23/5			Subsistence			£8-00	✓
28/5	16.30		Office - Airport	Car	2	£10-90	✓
			Manchester - Gatwick	Plane			
			Gatwick - Brighton	Train			
29/5			(Info Records See Conf)				
			Brighton - Gatwick	Train			
			Gatwick - Manchester	Plane			
			Airport - Home	Car	2	£10-90	✓
	18.15		Airport Car Park			£40-00	✓
						£49-80	✓
sub-total				0	0	0-00	
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						0.00	
less cash advances received							
amount claimed for payment						0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation:							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
Signed			Date				
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)							
Name of manager			Job Level				
Signed			Date				
FOR FINANCE USE							
Paid stamp		Additions checked		Budget Code			
				Budget Holder			
		Authorised by the Finance Manager		Individual			
				Consuming CC			

* Receipts must be provided for subsistence claims. Please attach to the back of this form.



EXPENSES CLAIM

Claim Number

20913

87004

⑦

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO	Department			
N A Smith						
Usual mileage to work						
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.						
Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt attached	
	Depart	Arrive		STD 45p	PTR 125p	£ p
24/5	11.50	Wilmshurst - Esher	Train			
		Esher - St James Ph	Tube			£2.00 ✓
		(Fossil conference)				
		St James Ph - Esher	"			£2.00 ✓
	19.50	Leam - Wilmshurst		UK		
	19.50	Subsistence				£3.29 ✓
						£7.29 ✓
sub-total				0	0	0.00
Other incidental expenses (e.g. telephone, postage)						
total amount claimed						0.00
less cash advances received						
amount claimed for payment						0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						
DECLARATION						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.						
Signed					Date	
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)						
Name of manager					Job Level	
Signed					Date	
FOR FINANCE USE						
Paid stamp		Additions checked			Budget Code	
					Budget Holder	
		Authorised by the Finance Manager			Individual	
					Consuming CC	

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

ico.

EXPENSES CLAIM

Claim Number

90025

04 OCT 2012

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO	Department				
D.A. SMITH			DP Exec				
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt attached		
Depart	Arrive			STD 45p	PTR 25p	E p	
30/5/12	12.35	Office - Airport	Car	2		£0-90	✓
		Manchester - Brussels	Plane				
		Brussels Airport - Schuman	Bus			EUR 3-50	✓
31/5/12		(CIPL Accountability Mtg)					
		Schuman - Gare Cent	Metro				
		Gare Cent - Airport	Train			EUR 5-40	✓
		Brussels - Manchester	Plane				
	21.45	Airport - Home	Car	2		£0-90	✓
		Airport Car Park				£40-00	✓
		Hotel - paid except rent tax				EUR 6-00	✓
		Submarine - 24 hrs + over shoes				EUR 38-00	✓
		less 1 lunch, 1x dinner	sub-total	0	0	£8-00	✓
Other incidental expenses (e.g. telephone, postage)						£41-80	✓
						EUR 52-90	✓
total amount claimed						£216-35	✓
less cash advances received						£0-00	✓
amount claimed for payment						£216-35	✓
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation:						£384-84	✓

£126
270

Smith

* Receipts must be provided for subsistence claims and travel.
* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

90025

(2)

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department	
DASMITH					
Usual mileage to work					
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.					
Date	Time	Full details of journey and charges	Mode of travel	Car mileage STD 45p BTR 25p E p	Receipt attached
1/6/12		Office → Granada TV → Media City → Home Car park	Car	35 £15-75 £1-50	✓
5/6/12	16.30	Home - Airport Manchester - Brussels	Taxi Plane		£11-00 ✓
		Brussels Airport - Gare Cent	Train		EUR 5-40 ✓
		Gare Cent - De Broekere	Metro		
6/6/12		De Broekere - Schuman (Ant-29 WP)	"		
		Schuman - De Broekere	" (+ parking 6.85)		
sub-total				0.00	0.00
Other incidental expenses (e.g. telephone, postage)				£28-25	EUR 5-40
total amount claimed				0.00	
less cash advances received					
amount claimed for payment				0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation?					
DECLARATION					
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.					
Signed		Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)					
Name of manager		Job Level			
Signed		Date			
FOR FINANCE USE					
Paid stamp		Additions checked		Budget Code	
				Budget Holder	
		Authorised by the Finance Manager		Individual	
				Consuming CC	

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

90025

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department	
D A Smith					
Usual mileage to work					
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.					
Date	Time	Full details of journey and charges	Mode of travel	Car mileage STD PTR	Receipt attached
				45p 25p £ p	
7/6/12		De Bouchere - Schuman (Art 29 WP)	Metro		
		Schuman - Airport	Bus		EUR 3.50 ✓
		Brussels - Maelbeek	Plane		
	18.45	Maelbeek Airport - Home	Taxi		£24.00 ✓
		2 x breakfast (not in hotel bill)			EUR 10.55 ✓
		Subscriptions 2 x 24 hrs			EUR 144.00
12/6/12	07.00	Home - Stockport station	Car		
		Stockport - Oxford	Train		
		Oxford Stn - College	Taxi		UK £8.00 ✓
		(Parking & petrol expenses returned)	sub-total	0 0 0.00	£32.05
Other incidental expenses (e.g. telephone, postage)					£133.05
total amount claimed				0.00	
less cash advances received					
amount claimed for payment				0.00	
If this journey has incorporated an overnight stay at a hotel, could you please note or append any comments (positive or negative) about the standard of the accommodation?					
DECLARATION					
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.					
Signed		Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)					
Name of manager		Job Level			
Signed		Date			
FOR FINANCE USE					
Paid stamp		Additions checked		Budget Code	
				Budget Holder	
		Authorised by the Finance Manager		Individual	
				Consuming CC	

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

90025

(4)

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name DA SMITH			Job Level	Payroll/NO	Department
Usual mileage to work					
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.					
Date	Time	Full details of journey and charges	Mode of travel	Car mileage STD 45p PTR 25p	Receipt attached
12/6		College - Oxford Street	Taxi		£8.00 ✓
		Oxford - Stockport	Train		
	21:50	Stockport station - Home	Car		
	21	Station Car Park			£10.00 ✓
		Subsistence			£5.90 ✓
3/7	07.10	Home - Stockport station	Taxi		£6.00 ✓
		Stockport - Cambridge	Train		
		Cambridge station - College	Taxi		£9.00 ✓
		(PL & B Conference)			
4/7		College - Camb. station	Taxi		£9.50 ✓
sub-total				0	0
					£45.40 ✓
Other incidental expenses (e.g. telephone, postage)					
total amount claimed					0.00
less cash advances received					
amount claimed for payment					0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation?					
DECLARATION					
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.					
Signed			Date		
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)					
Name of manager			Job Level		
Signed			Date		
FOR FINANCE USE					
Paid stamp		Additions checked		Budget Code	
				Budget Holder	
		Authorised by the Finance Manager		Individual	
				Consuming CC	

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

90075

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level		Payroll NO		Department	
D A SMITH							
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
Depart	Arrive				STD	PTR	
					45p	25p	£ p
4/7			Cambridge - Stockport	Train			
		21.00	Stockport stn - Home	Taxi			£7.50 ✓
			Subsistence				£2.20 ✓
14/7	06.30		Home - Stockport stn	Car			
			Stockport - Loden	Train			
			Euxton - St. James Ph	Tube			£2.00
			(Mtg with Mo J & Mo Jhuir)				
			St James Ph - Euxton	"			£2.00
			Loden - Stockport	Train			
		17.30	Stockport stn - Home	Car			
					sub-total	0	0
					£13.70		
Other incidental expenses (e.g. telephone, postage)							
					total amount claimed		0.00
					less cash advances received		
					amount claimed for payment		0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
Signed				Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)							
Name of manager				Job Level			
Signed				Date			
FOR FINANCE USE							
Paid stamp		Additions checked			Budget Code		
					Budget Holder		
		Authorised by the Finance Manager			Individual		
					Consuming CC		

- Receipts **must** be provided for subsistence claims and attached to the back of this form.
- If no break down is provided please add a brief description of the items consumed. Thank you.



EXPENSES CLAIM

Claim Number

90025

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level		Payroll NO		Department	
DA SMITH							
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
19/7			Start car park				£10-00 ✓
			Subsistence				£5-74 ✓
4/9	06.50		Home - Stretford str	Car			
			Stretford - London	Train			
			Exeter - Westminster	Tube			£2-00 ✓
			(Justice Comm Home Office)				
			Victoria - S. Ken	Tube			£2-00 ✓
			(Mtg with research (my cell))				
			S. Ken - Exeter	"			£2-00 ✓
			London - Stretford	Train			
sub-total					0	0	£21-74 ✓
Other incidental expenses (e.g. telephone, postage)							
total amount claimed							0.00
less cash advances received							
amount claimed for payment							0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation?							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
Signed				Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)							
Name of manager				Job Level			
Signed				Date			
FOR FINANCE USE							
Paid stamp		Additions checked			Budget Code		
					Budget Holder		
		Authorised by the Finance Manager			Individual		
					Consuming CC		

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number	
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90025

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.



EXPENSES CLAIM

Claim Number

21230

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO	Department			
DA SMITH				DP Exec.			
Usual mileage to work							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.							
Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt attached		
	Depart	Arrive		STD 45p	PTR 25p	E 1p	
27/3/12	10.30	Home - Stockport stn	Left from my wife		£	✓ 1.50	
		Stockport - London	Train				
		Euston - Westminster	Tube			2-00	✓
		(Mtg - Home Office / MoJ)					✓
		St James Pl - Chancery Ln	"			2-00	
		(Hotel provided by Taylor Wessing - subsistence on IC card)					
28/3		Chancery Ln - Tower Hill	Taxi - paid				
		(ICo conference)					
29/3		Tower Hill - Euston	Tube			2-00	✓
		London - Stockport	Train				
sub-total				0.00	0.00	6-00	
Other incidental expenses (e.g. telephone, postage)							
total amount claimed					61-85	0.00	✓
less cash advances received							
amount claimed for payment					61-85	0.00	✓
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							

Receipts must be provided for subsistence claims. Please attach to the back of this form.



EXPENSES CLAIM

Claim Number

21230

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department				
DA SMITH							
Usual mileage to work							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.							
Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt attached		
	Depart	Arrive		STD 45p	PTR 25p	E p	
29/3		19.00	Stockport station - Home	Taxi		8-00	✓
			(Hotel paid on ICO card)				
18/4	10.50		Wilmslow - London	Train			
			Euston - London Bridge	Tube		2-00	✓
			(On-line and received)				
			Blackfriars - Earsfield	"		2-00	✓
			Subsistence (evening meal on office card)			4-95	✓
19/4			Earsfield - (arriving Wilmslow)	Tube		2-00	✓
			(Meeting with Reuters)			18-95	
sub-total				0	0	0.00	
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						0.00	
less cash advances received							
amount claimed for payment						0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner's Expenses Guide.							
Signed				Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)							
Name of manager				Job Level			
Signed				Date			
FOR FINANCE USE							
Paid stamp		Additions checked		Budget Code			
				Budget Holder			
		Authorised by the Finance Manager		Individual			
				Consuming CC			

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

EXPENSES CLAIM

Claim Number

21230

~~26984~~

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department		
D A SMITH						
Usual mileage to work						
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.						
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *
	Depart	Arrive			STD PTR	
					45p 25p E	p
19/4			Canary Wharf - Temple (Surveillance room at LSE)	Tube - 150		
			Holborn - King X	Tube		2-00 ✓
			King X - Cambridge	Train		
			Cambridge station - college	Taxi		6-00 ✓ ✓
			Subsistence claimed			9-95 ✓ ✓
20/4			(Law school removed)			
			Law school - station	Taxi		7-50 ✓ ✓
			Cambridge - Stockport	Train		
		22.00	Stockport station - Home	Taxi		7-50 ✓ ✓
			Breakfast at Pent Coll - Accom provided by Law School			3-95 ✓ ✓
sub-total					0 0	0-00
Other incidental expenses (e.g. telephone, postage)					36-90	
total amount claimed					0.00	
less cash advances received						
amount claimed for payment					0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						
DECLARATION						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.						
Signed					Date	
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)						
Name of manager					Job Level	
Signed					Date	
FOR FINANCE USE						
Paid stamp		Additions checked			Budget Code	
					Budget Holder	
		Authorised by the Finance Manager			Individual	
					Consuming CC	

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

RECEIVED
03 OCT 2012
EXPENSES CLAIM

Claim Number

37461

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
JANE MAY	NED		

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

[illegible]

Other incidental expenses (e.g. telephone, postage)

	total amount claimed	379.70	
	less cash advances received	—	
	amount claimed for payment	379.70	

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.



Claim Number

7308

All expenses MUST be claimed in accordance with the Expenses Guide available on the Staff Intranet Finance Section

① PTO

② 2138.40

⑤ 2138.4.

P. 70



Claim Number	Claim Description	Amount	Status
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7308

Name	Job Level	Payroll Number	Department
END ROWLAND	NEI		COMMISSION

21 SEP 2012

NOTE: / ¹⁴ WAS TICKETS
CHEAPER THAN STANDARD
TAXI FROM STATION - DISTANCE.
MUSEUM TO STATION DISTANCE & NIGHT TIME.

sub-total	0	0	111-90
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total amount claimed	111.90
less advances received	
amount claimed for payment	111.90

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative), about the standard of the accommodation.